

MINUTES

Monday, May 11, 2009
12:00 Noon

Manistee County Blacker Airport
Conference Room

Members Present: Ervin Kowalski, Chairperson; Charles Brooks, Vice-Chairperson; Paul Schulert; Dale Picardat; Glenn Lottie; Ed Haik; and Bob Wilson

Members Absent: None

Others Present: Barry Lind, Airport Manager; George Saylor, Airport Legal Counsel; and Rachel Nelson, Airport Authority Secretary

Ervin Kowalski, Chairperson, called the meeting to order at 12:00 P.M. Roll was taken by the Secretary.

The Chairman confirmed that each member had received a copy and had an opportunity to review the Minutes from the regular meeting of the Airport Authority held on Monday, April 13, 2009.

There was a motion by Mr. Schulert, supported by Mr. Picardat to approve the Airport Authority regular meeting Minutes of Monday, April 13, 2009, as presented. Motion carried by unanimous vote.

The Authority next reviewed the April 2009 Accounts Payable Report (APPENDIX A).

There was a motion by Mr. Lottie, supported by Mr. Schulert to approve the April 2009, Accounts Payable Report and authorize payment of the outstanding invoices totaling \$23,214.73.

A roll call vote was taken:

Yeas: 7 (Picardat; Schulert; Lottie; Haik; Kowalski; Brooks; Wilson)

Nays: 0

Absent: 0

Motion carried.

The Authority next reviewed the April 2009 Financial Statement (APPENDIX B) which includes a Balance Sheet, a Statement of Revenue and Expenses, and a running account of the Public Improvement Fund.

There was a motion by Mr. Lottie, supported by Mr. Brooks to approve the April 2009 Financial Statement. Motion carried by unanimous vote.

Mr. Lind informed the Authority that the live burn fire training, held on April 21, 2009, went well. 30 fire fighters participated, with representation from all of the departments within the county. A decision will be made in June by the Local Revenue Sharing Board on whether or not a grant will be awarded to help cover the costs of the training.

Mr. Lind presented the results of his survey of airports with after hours policies (APPENDIX C). There would be no cost to implementing an after hours policy. After discussion,

There was a motion by Mr. Wilson, supported by Mr. Brooks to implement an after hours policy, which would allow access to the GA side door, and that this information along with the code will be listed in the Michigan Airport Directory and communicated to the pilots with hangars at the airport. Motion carried by unanimous vote.

Mr. Lind stated that at one time, the airport had nine airplane tiedowns, and now there are only three that are functional. After time, they can raise above ground and be damaged by the snowplows, plus one was lost when the new terminal was built. The cost to repair/replace the existing tiedowns so that eight would be functional is \$750. The cost to return to nine tiedowns would be \$900. It's possible that capital improvement money could be used for this project.

There was a motion by Mr. Lottie, supported by Mr. Kowalski to spend up to \$900 for nine airplane tiedown spots at the airport.

A roll call vote was taken:

Yeas: 7 (Picardat; Schulert; Lottie; Haik; Kowalski; Brooks; Wilson)

Nays: 0

Absent: 0

Motion carried.

There is almost always a one person waiting list for a hangar at the airport. One has opened and someone would like to rent it, but the plane doesn't fit on the concrete pad. This particular hangar has a concrete pad that is 16' x 12', and it would need to be extended from 12' to 20', and the cost would be approximately \$320.

There was a motion by Mr. Kowalski, supported by Mr. Wilson to spend up to \$320 to extend a concrete pad in one of the hangars at the airport. Motion carried by unanimous vote.

Mr. Lind informed the Authority that the crews of 4-6 people may be available through a summer work program (part of the stimulus package) with the Manistee Conservation District. The crews would provide free manual labor for county projects. Mr. Lind stated that they could clear brush or paint one of the hangars. Paint would need to be purchased for this project and Mr. Lind will check into the cost. He will also find out who would carry the liability insurance for the workers.

As reported last month, the airport will no longer have the website of www.manisteeairport.com. www.mblairport.com will be the airport's new website and Jake Knight has been contracted to work on the website. Orchard Beach will also have its own website and www.flymanistee.com will be used for marketing. The Airport Authority will not be charged for Mr. Knight's work, which will be paid for by Orchard Beach.

Mr. Lind presented a runway incursion incident report from March 29, 2009 (APPENDIX D).

Sheets were handed out showing airplane passenger numbers for 2009 as well as the previous two years (APPENDIX E), the Orchard Beach Aviation rent information (APPENDIX F), and an incident report (APPENDIX G).

With there being no further business to come before the Authority, the meeting was adjourned at approximately 12:55 P.M.

Respectfully submitted,

Rachel Nelson, Airport Authority Secretary

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MANISTEE COUNTY BLACKER AIRPORT

APRIL 2009 ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
	BARRY LIND	\$ 3,000.00
	CONSUMERS ENERGY	\$ -
	A T & T	\$ 18.74
	MICHCON (DTE ENERGY)	\$ 446.20
	GOCKERMAN, WILSON, SAYLOR	\$ -
	WEATHER SERVICES INTERNATIONAL	\$ 357.00
	BLARNEY CASTLE	\$ 751.12
	MANISTEE TIRE	\$ 15.00
	BLUEGLOBES, LLC	\$ -
	PIPER McCREDIE AGENCY, INC	\$ -
	DAVID WILSON, CPA	\$ 1,450.00
	DIRECT TV	\$ -
	PECKHAM ENGINEERING	\$ -
	MANISTEE COUNTY	\$ 197.24
	TOTAL	\$ 6,235.30
	ADVERTISING INVOICES	
	MS CREATIVE SERVICES	\$ -
	TOTAL	\$ -
	ORCHARD BEACH AVIATION	\$ 16,979.43
	REGULAR HOURS 300 @ 15.00	4,500.00
	MAINTENANCE HOURS 70 @ 15.00	1,050.00
	PART 139 LABOR	11,279.43
	INTERNET	150.00
	GRAND TOTAL	\$ 23,214.73
	PUBLIC IMPROVEMENT FUND	
	STATE OF MICHIGAN	\$ 43.90
	TOTAL PUBLIC IMPROVEMENT FUNDS	\$ 43.90

MANISTEE COUNTY BLACKER AIRPORT

APRIL 2009 REVENUE & EXPENSES

BUDGET REMAINING

42%

INCOME:	CURRENT MONTH	YEAR-TO DATE	ANNUAL BUDGET	BALANCE \$	%
HANGER RENTAL	\$ 1,225.00	\$ 11,279.80	\$ 17,940.00	\$ 6,660.20	37%
LANDING FEES - GREAT LAKES	\$ 13,290.24	\$ 93,031.68	\$ 159,483.00	\$ 66,451.32	42%
LANDING FEES - GENERAL AVIATION	\$ 18.00	\$ 225.00	\$ 3,500.00	\$ 3,275.00	94%
AUTO RENTAL SPACE	\$ -	\$ 1,002.21	\$ 4,200.00	\$ 3,197.79	76%
OFFICE RENT	\$ 1,125.00	\$ 7,875.00	\$ 13,500.00	\$ 5,625.00	42%
COUNTY OF MANISTEE	\$ 7,791.67	\$ 54,541.69	\$ 93,500.00	\$ 38,958.31	42%
FUEL SALES	\$ 197.24	\$ 1,212.42	\$ 6,500.00	\$ 5,287.58	81%
SIGN LEASE	\$ 1,000.00	\$ 3,200.00	\$ 3,400.00	\$ 200.00	6%
MISCELLANEOUS	\$ -	\$ 5,306.00	\$ 1,000.00	\$ (4,306.00)	-431%
TOTAL INCOME	\$ 24,647.15	\$ 177,673.80	\$ 303,023.00	\$ 125,349.20	41%

EXPENSES:

PERSONNEL - MANAGEMENT	\$ 3,000.00	\$ 21,000.00	\$ 36,000.00	\$ 15,000.00	42%
PERSONNEL - OPERATIONS & MAINTENANCE	\$ 16,829.43	\$ 126,218.51	\$ 169,823.00	\$ 43,604.49	26%
DUES & MEETINGS	\$ -	\$ 370.00	\$ 500.00	\$ 130.00	26%
SUPPLIES	\$ -	\$ 201.51	\$ 2,000.00	\$ 1,798.49	90%
UTILITIES	\$ 596.20	\$ 20,209.49	\$ 35,000.00	\$ 14,790.51	42%
FUEL	\$ -	\$ 4,170.33	\$ 5,000.00	\$ 829.67	17%
REPAIRS & MAINTENANCE	\$ 15.00	\$ 12,112.80	\$ 7,500.00	\$ (4,612.80)	-62%
TERMINAL IMPROVEMENTS	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
CONTRACTED SERVICES	\$ 357.00	\$ 1,415.00	\$ 1,800.00	\$ 385.00	21%
LEGAL	\$ -	\$ 1,202.25	\$ 5,000.00	\$ 3,797.75	76%
AUDIT	\$ 1,450.00	\$ 1,450.00	\$ 1,500.00	\$ 50.00	3%
ADVERTISING	\$ -	\$ -	\$ -	\$ -	0%
TELEPHONE	\$ 18.74	\$ 128.63	\$ 400.00	\$ 271.37	68%
INSURANCE	\$ -	\$ 19,618.47	\$ 26,000.00	\$ 6,381.53	25%
TRAINING (FIRE FIGHTER)	\$ 751.12	\$ 751.12	\$ -	\$ (751.12)	0%
EQUIPMENT	\$ -	\$ 947.33	\$ -	\$ (947.33)	0%
BOOKKEEPING	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
NOTES PAYABLE	\$ 197.24	\$ 1,212.69	\$ 6,500.00	\$ 5,287.31	81%
TRANSFER OUT/FUND BALANCE	\$ -	\$ -	\$ -	\$ -	100%
MISCELLANEOUS	\$ -	\$ 2,886.67	\$ 1,000.00	\$ (1,886.67)	-189%
	\$ 23,214.73	\$ 213,894.80	\$ 303,023.00	\$ 89,128.20	29%

EXCESS REVENUE OVER/(UNDER) EXPENDITURES **\$ 1,432.42 \$ (36,221.00)**

BALANCE ON HAND - AIRPORT FUND

BEGINNING BALANCE 04/01/09 **\$ 41,493.25**
 APRIL RECEIPTS **\$ 24,538.94**
 MARCH DISBURSEMENTS **\$ (34,296.03)**

\$ 31,736.16

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MANISTEE COUNTY BLACKER AIRPORT

APRIL 2009 BALANCE SHEET

ASSETS	4/30/2009	3/31/2009
CASH	\$ 31,736.16	\$ 41,493.25
ACCOUNTS RECEIVABLE		
GREAT LAKES AIRLINES	\$ 13,290.24	\$ 13,290.24
TED ARENS - GROUND RENT	\$ -	\$ -
MISC.	\$ 715.24	\$ 607.03
TOTAL ASSETS	\$ 45,741.64	\$ 55,390.52

LIABILITIES	4/30/2009	3/31/2009
ACCOUNTS PAYABLE - TRADE	\$ 23,214.73	\$ 34,296.03
ACCOUNTS PAYABLE - COUNTY	\$ -	\$ -
PREPAID HANGER RENT	\$ -	\$ -
TOTAL LIABILITIES	\$ 23,214.73	\$ 34,296.03

FUND BALANCE	\$ 22,526.91	\$ 21,094.49
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TOTAL LIABILITIES AND FUND BALANCE	\$ 45,741.64	\$ 55,390.52
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TOTAL PUBLIC IMPROVEMENT FUNDS AVAILABLE	\$ 128,930.51
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STATE OF MICHIGAN	\$ 3,375.00
STATE OF MICHIGAN	\$ 124,500.00
STATE OF MICHIGAN	\$ 2,475.00
STATE OF MICHIGAN	\$ 2,400.00
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (36.60)
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (8,106.42)
STATE OF MICHIGAN (SNOWBLOWER)	\$ 13,138.00
TULIP CITYAIR (SALE OF OLD SNOWBLOWER)	\$ (32,750.00)
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (12.29)
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (11.94)
STATE OF MICHIGAN (REFUND GRANT CLOSE OUT)	\$ (771.02)
STATE OF MICHIGAN	\$ 43.90
PUBLIC IMPROVEMENT FUND - CASH AVAILABLE	\$ 24,686.88

PASSENGER FACILITY CHARGES COLLECTED THROUGH 04/30/2009	\$ 7,098.24
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BALANCE DUE TO MANISTEE COUNTY ON THE FUEL FARM AS OF:	9/30/2008 \$ 24,647.84
	4/30/2009 \$ 23,435.42

After Hours Airport Access

Why is Access Needed

Airports generally provide access to general aviation pilots and passengers to their facilities after hours for the following reasons:

- Phone access – historically this has been important so that pilots can close their flight plans after landing. With the proliferation of cell phones this is less important today.
- Bathroom access – most GA planes are not equipped with lavatories and thus after a flight of an hour or more access to a bathroom upon landing is important
- Access to weather information – Use of the aviation weather terminal to plan

Common Practices

Most airports the same size as Manistee provide access through the use of a mechanical push button combination lock. [REDACTED] is the standard push button code to access most airports off hours. Some airports have doors that remain unlocked to provide access from the GA ramp area. After hours access is usually documented in the Michigan Airport Directory listing for the airport and occasionally broadcast on the weather reporting frequency.

Some Michigan airports with published access codes:

Bay City
Cadillac
Frankfort
Gaylord
Mackinac Island
Pellston

Airports with 24 hour access (unlocked):

Ann Arbor
Beaver Island
Boyne Falls

Recommendation

Allow the GA side door to be accessed with a code [REDACTED]. Add this information to the airport's listing in the Michigan Airport Directory and communicate it to pilots with hangers at the airport. This would only allow access to the GA side of the building including the bathrooms and the pilots lounge.



5/11/2009

Runway Incursion Incident 3/29/2009

Summary

The landing for Great Lakes Flight 7196 (Sunday afternoon flight) was aborted when the flight crew noticed that the snow plow truck was still on the far end of the runway. The flight circled and subsequently made a successful landing.

Details

After a significant snowfall earlier in the day, strong northerly winds were causing some drifting of snow onto the cleared runway. The snowplow operated by Alan Mattison was out removing any snow drifts that had accumulated on the runway edges. As is required standard procedure, Alan was in radio contact with the inbound flight. He was monitoring their progress and according to his statement radioed the the pilot that he was on his final pass down runway 27. Runway 27 was the active runway at the time due to the current weather conditions. Alan stated that he heard them call in for short ½ mile final approach, looked in the rearview mirror and saw the plane. He stated he radioed the pilots he was getting out of the way and turned off onto runway 18/36. Then he heard the plane go around.

Visibility at the time was low due to blowing snow, at about 1 – 2 miles.

The pilots stated that they made several standard radio broadcasts indicating their inbound progress including a broadcast that they were on a 5 mile final for runway 27.

Even though both the plane and snowplow truck were both on the radio and announcing positions and intentions the result was that the plane aborted the landing to avoid a potentially dangerous situation. However while mistakes were made, namely misjudging how much time the snowplow had until the airplane was to land, the standard practices in place, namely constant radio contact, prevented those mistakes from becoming something more serious.

Followup

The following day, 3/30/2009, Great Lakes station personnel submitted a report on the incident to Great Lakes headquarters.

Also on 3/30/2009 the Airport Manager was notified via email. (He was on vacation from 3/28 – 4/4). The Airport Manager responded also via email to review the documented procedures to insure that the incident was handled according to documented protocols. The Airport Manager also requested that a statement be taken from Alan while the events were still fresh in memory. That statement was taken on 3/31/09.



As of 4/31/2009 the FAA has required updated 'Snow and Ice Control Plans.' This document states the procedures and practices followed during the winter months to safely maintain the runways. Part of that plan involves safety practices to avoid runway incursions. As a result of this incident that plan now contains a section explicitly stating that previous incidents should be used as training for winter preparation so that previous incidents can be a learning experience to ensure mistakes are not repeated.

No other actions have been taken against the employee as a result of this incident.

sincerely,

Barry Lind
Airport Manager
Manistee Blacker Airport

PASSENGERS OF GREAT LAKES
ENPLANED / DEPLANED
MANISTEE COUNTY BLACKER AIRPORT

	2007	2008	2009	2010	2011
	Midwest	Midwest	Great Lakes		
JAN.	210/164	234/169	138/106		
	374	403	244		
			62% on time		
			(25% delay, 13% cancel)		
FEB.	198/184	215/212	112/93		
	382	427	205		
			66% on time		
			(16% delay, 18% cancel)		
MARCH	224/229	213/200	149/139		
	453	413	288		
			79% on time		
			(11% delay, 8% cancel)		
APRIL	183/239	18/38	119/140		
	422	56	259		
			74% on time		
			(16% delay, 10% cancel)		
MAY	238/251	0/0			
	489	0			
		Great Lakes			
JUNE	252/309	94/113			
	561	207			
JULY	340/348	278/301			
	688	579			
AUG.	348/305	300/293			
	653	593			
SEPT.	278/217	219/190			
	495	409			
OCT.	276/248	173/174			
	524	347			
			57% on time		
			(31% delay, 11% cancel)		
NOV.	275/280	168/166			
	555	334			
			55% on time		
			(32% delay, 13% cancel)		
DEC.	203/205	159/122			
	408	281			
			20% on time		
			(44% delay, 36% cancel)		
TOTAL	3025/2979	2034/1977			
	6004	4011			

ORCHARD BEACH AVIATION**April 2009****RENT**

OFFICE	\$325.00	
HANGER	\$175.00	
FUEL	\$197.24	
LANDING FEES		
TWIN	\$0.00	(0 @ \$9)
JET	\$18.00	(1 @ \$18)
TOTAL	\$715.24	

100	622.6 Gal
JET	692.3 Gal
TOTAL	1314.9 Gal

- Airport Incidents
 - 3/29/09 – Runway Incursion
 - 4/20/09 – Bird Strike